

Lisburn Courthouse

Location

The courthouse is located in the city centre at the junction of Bachelor's Walk and Railway Street.

Transport

The railway station is directly adjacent to the courthouse. The main bus station is located ½ km away. For information about bus and rail timetables contact Translink on 028 9066 6630 or www.translink.co.uk

Car parking

There is no car parking available at the courthouse. Disabled customers who require car parking should ring in advance and ask to speak to the Disability Liaison Officer. There is a large public car park available in Railway Street which is clearly signposted and within easy walking distance.

Opening hours

The building is open from 9.00am. The office is open to the public from 9.30am to 4.30pm. The courts generally start at 10.30am, until the daily business is finished. The office is open for fine payment or other business during lunch.

Refreshment & other facilities

Refreshment facilities are available at the courthouse. The nearby city centre has coffee shops and restaurants. There is a payphone in the main waiting area, and a public address system throughout the building. There is a no smoking policy in Lisburn Courthouse.

Help and information

Security staff in the public foyer will be pleased to help with any queries you may have or the general office is located on the first floor. Notice boards in the main foyer display lists of the daily business for all courts sitting on that day. Please note that court lists do not run in numerical order. Usually applications to adjourn and settlements/pleas of guilty are taken first. The Judge/District Judge then decides the running order of cases proceeding. Please inform a court official if you do not have a solicitor acting for you. If

you have not already done so, you may wish to contact a solicitor before coming to court.

Waiting areas

There are waiting areas outside both the courtrooms and there are consultation rooms on the ground floor and one consultation room on the second floor.

Please note, although the court starting time is listed for 10.30am, you may not be called until after this. If you feel you have been waiting too long please contact a court official.

Do you have a disability or a special need?

If you have a disability or a special need, please contact the Disability Liaison Officer who will provide you with information on the facilities available. The main court room has an induction loop system, and our leaflets can also be made available in large print.

Mobile Phones and Photographic equipment

Care must be taken in the use of mobile phones whilst in the precincts of the court. It is prohibited to use any photographic or recording device within the court building and the area immediately surrounding it. Some mobile phones are capable of performing this function and therefore you are advised not to use mobile phones for this purpose whilst attending court. Mobile phones must be switched off before entering a courtroom.

Note Taking in Court

Anyone wishing to take notes in court must obtain the judge's prior permission.

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Witness Service

If you are a victim or witness for the prosecution, Victim Support Northern Ireland offers a Witness Service at all the Crown and Magistrate' Courts.

Before the Trial: opportunity to talk to someone; pre-trial familiarisation visit to court; information on court procedures.

During the Trial: safe waiting area; liaison with court officers and legal representatives; arrangements for witnesses with special needs; accompanying witnesses into court.

After the Trial: preparing victims for case outcome; encouraging continued contact with Victim Support Community Service; referral on to other agencies.

Giving Evidence

If you are aged 14 or over and have to give evidence in court, you will be required either to take a religious oath or 'affirm' that you will tell the truth. The court clerk will ask you which method you want to use, and invite you to repeat after them the appropriate words. A religious oath is a sworn promise to tell the truth and is made on a holy book. An affirmation is a declaration to tell the truth but it is not sworn on a holy book.

Contact information

For further information on Lisburn courthouse please contact:
The Customer Service Officer
The Courthouse,
Railway Street,
Lisburn BT28 1XR

Telephone: 028 9267 5336

Facsimile: 028 9260 4107

Email: lisburncourthouse@courtsni.gov.uk

This information sheet will be made available in a range of alternative formats. Requests for alternative formats should be made to Communications Group. For further information on other courthouses please contact:

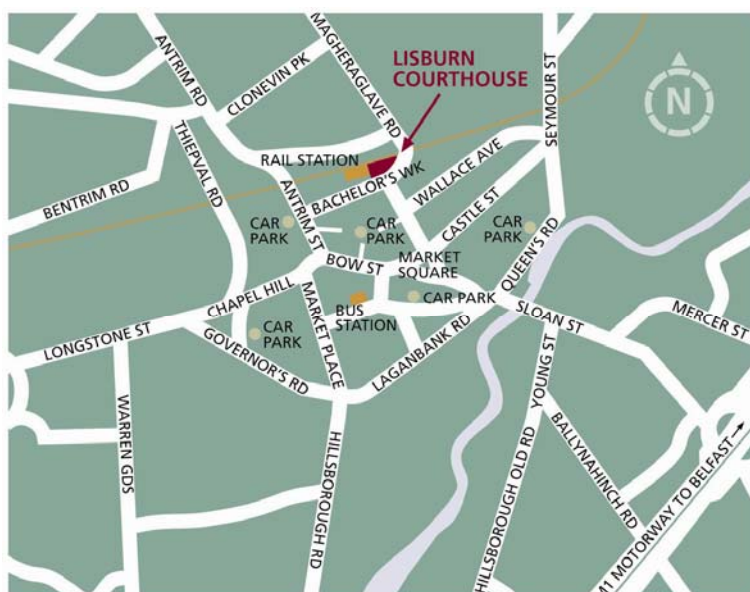
NI Courts and Tribunals Service
Communications Group
Laganside House,
Oxford Street,
Belfast BT1 3LA

Telephone: 028 9032 8594

Facsimile: 028 9072 8942

Email: communicationsgroup@courtsni.gov.uk
www.courtsni.gov.uk

The Northern Ireland Courts and Tribunals Service is committed to improving its quality of service to all court users. By making comments about our services, you enable us to improve them. By making a complaint, you enable us to put things right.



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